

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**



**AIR FORCE INSTRUCTION 52-101
AIR EDUCATION AND TRAINING COMMAND
Supplement 1
13 DECEMBER 1999**

Chaplain

**CHAPLAIN SERVICE RESPONSIBILITIES
AND PROCEDURES**

"HOLDOVER"

"The basic publication has changed; impact on supplemental information is under review by the OPR. Users should follow supplemental information that remains unaffected."

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 52-101, 19 May 1997, is supplemented as follows:

SUMMARY OF REVISIONS

A bar (|) in the left margin indicates revised material.

NOTE: Maintain and dispose of records created as a result of processes prescribed in this publication in accordance with AFMAN 37-139, *Records Disposition Schedule*.

2.4.4. Send a copy of the contingency support plan (CSP) to HQ AETC/HC.

3.1. The wing chaplain will maintain a facilities improvement plan (FIP). The FIP should include actions needed to maintain or bring facilities up to AETC civil engineer standards. New construction, renovation, or significant alteration of chapel facilities, including stained glass windows or reconfiguration of the sanctuary, will be coordinated with HQ AETC/HC. A copy of the FIP will be sent to HQ AETC/HC and updates will be provided as necessary.

4.2.3. Chaplain Service funds may be used in direct support of lay organizations and programs.

4.3. The audit trail "company preference" option in Quickbooks™ software must be activated. **NOTE:** Debit cards are not authorized.

4.6.1. Each base will include internal controls in a wing operating instruction (OI) according to paragraph **4.9.** of this supplement. The annual Chaplain Service funds local audit will be completed by 31 October

following the fiscal year. Provide copy of audit and corrective actions taken to HQ AETC/HC by 31 January.

4.6.2. Include the scope and responsibilities of the advisory group in a wing OI according to paragraph 4.9. of this supplement.

4.8. Wing chaplains will forward requests (including Air Force manpower standard [AFMS] 105a justification) for contracted bookkeeping to HQ AETC/HC for coordination.

4.8.1. (Added) Only nonpersonal service (NPS) contracts or blanket purchase agreements (BPA) will be used to procure support services in AETC. NPS contracts for Chaplain Service funds will contain disputes clauses. (See AF Form 2210, **General Provisions**, item 2.) Attach AF Form 2210 to each contract.

4.9. The wing chaplain will establish procedures for auditing, budgeting, contracting, bookkeeping procedures, internal controls, management, and resource protection for Chaplain Service funds in a wing OI. Send initial and revised OIs to HQ AETC/HC for coordination.

4.11.2. The check cosigner will be an active-duty member who is involved in the Chaplain Service fund management and oversight process. The cosigner will not be the bookkeeper.

4.11.8. Identify excess serviceable equipment to HQ AETC/HC for advertisement and transfer to other Chaplain Service funds.

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Command Chaplain